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ICMS Content ID:	APS_1192930
Procedure #:	3.1.06
Revision #:	8
Issue Date:	1/4/21
Review Period:	1 year
Supersedes:	Rev. 7, 1/30/2020
Last Reviewed:	1/4/21

Configuration Control Work Permit

Changes made in this revision:

- Minor edit for style and replace "red RSS tag" with "RSS tag"

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Configuration Control Work Permit

Introduction

This document provides guidance on how to complete a Configuration Control Work Permit. For detailed requirements please see APS Change Control for RSS policy and procedure (APS_1685081).

Prior to starting work on an APS radiation safety system (RSS), a CCWP must be approved and the work authorized. In other words, if there is a RSS tag on equipment, a CCWP (aka a “yellow sheet”) needs to be completed before working on the equipment.

Work on RSS is limited to the approved scope – a change in scope requires the CCWP to be updated and re-approved. Prior to returning a RSS to operations the CCWP must be closed out.

There is to be one CCWP per project/job and one Job Coordinator per CCWP.

The tasks of the groups doing the RSS work are entered in the Work Request System and will include relevant reference procedure numbers, RSS number of components to be worked on, and other reference documents. For a simple job, the procedure can be included in the scope but both must fit in the scope text box.

CCWPS are only created by the Job Coordinator, a Floor Coordinator (FC), or MCR-Chief of Operations (MCR-CO). CCWP template: [APS_1192911 \(native file\)](#).

ICMS workflow shall be utilized to obtain approvals for the Approved for Work, Validations Complete and Closeout phases. Verbal approvals are allowed and will be indicated on the CCWP.

Completing a CCWP

(See a reference blank form on page 5.)

Step 1 – Scope of Work: This step defines who the contact person is, schedule, location, the tasks to be performed and lists any references. This step also includes:

- Job Coordinator responsible for the full scope of work
- The scope should unambiguously identify what is in and what is not in the scope of work covered by the CCWP
- References detailing aspects of the work (e.g., work request, procedures, RSS tag numbers, work control documents, ACLs)
- For a simple task the scope of work can be the work procedure
- For work on a RSS that is not installed, the CCWP shall be marked as a traveler CCWP and attached to the RSS

No work shall be done on a RSS unless it is specifically included in the scope of work.

Step 2 – Work Approvals: If a Group is doing RSS work, the Supervising Engineer must approve the work.

Approval indicates:

- Scope of Group's tasks are understood
- Information (e.g., drawings, specification, and procedures) needed to do the work is available to the Group
- Work control documents are approved to cover group's activities
- Equipment and instruments needed to do the work will be available
- Safeguards are in place

Step 3 – Authorization to Start Work: After Step 2 is completed and all work approvals have been documented, the work can be authorized to start:

- Work is authorized to start by the Job Coordinator **AND** the FC/MCR-CO
- Job Coordinator confirms approvals cover full scope of work, safeguards are in place, and the job is ready to begin
- FC/MCR-CO:
 - Verifies electronically approved CCWPs are in the Approved for Work ICMS folder
 - Secured facilities to ensure there will be no beam in the work area
 - Signs and posts the CCWP
 - Provides independent oversight of the work

Step 4 – Validations: This step documents that each group doing the RSS work has completed:

- The Supervising Engineer confirms their tasks are complete, validations are complete and the systems are ready for safe operation
- Information (e.g., validation or verification results, drawings, specifications, and procedures) has been or is being updated and saved in an approved APS document repository
- Job Coordinator approval affirms:
 - The facility is ready to safely start or restart operations
 - All records have been or are in the process of being updated and archived

Step 5 – Validations Complete: After Step 4 is completed:

- If there is a chance that the radiation protection provided by the RSS could have been compromised by the work, FC/MCR-CO arranges for a radiation survey
- The Job Coordinator and FC/MCR-CO approval are required to bring beam, even temporarily, into the facility where work has been done for shielding validation. HP signs off if necessary surveys were completed by Argonne HP personnel and demonstrated radiation shielded to acceptable ALARA levels assuring beamline is ready for operation.

For Beamline/Front End surveys HP signs the EFOG Type C survey form, for Accelerator surveys HP signs the CCWP.

- c) FC/MCR-CO approval affirms:
- i. Verifies electronically approved CCWPs are in the Validations Complete ICMS folder
 - ii. RSS is properly tagged
 - iii. All work areas are ready to return to normal operations

Step 6 – Close Out: Authorization to start or restart operations
FC/MCR-CO authorization needed to return to service

Post Close-Out

When RSS work is completed, the FC/MCR-CO or Job Coordinator archives the CCWP in the Closeout folder in ICMS.

3 Documents/Records Created by this Procedure

The documents/records listed below will be created in the execution of this procedure and must be retained as indicated.

Description of Document/Record (include ID number, if applicable)	Custodian	Storage Location and Medium	Retention Requirement
Configuration Control Work Permit (CCWP)	Job Coordinator	ICMS, electronic	5 years

4 Feedback and Improvement

If you are using this procedure and have comments or suggested improvements for it, please go to the [APS Policies and Procedures Comment Form](#)* to submit your input to a Procedure Administrator. If you are reviewing this procedure in workflow, your input must be entered in the comment box when you approve or reject the procedure.

Instructions for execution-time modifications to a policy/procedure can be found in the following document: Field Modification of APS Policy/Procedure ([APS_1408152](#)).

* <https://www.aps.anl.gov/Document-Central/APS-Policies-and-Procedures-Comment-Form>

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CCWP - Configuration Control Work Permit / ICMS # APS_1192911 Revision: 15

Step 1 - JOB TITLE: _____		TRAVELER <input type="checkbox"/>	
JOB COORDINATOR _____			
Proposed Start Date: _____		Estimated Completion Date: _____	
Location of Work: _____			
Machine: <input type="checkbox"/> LINAC <input type="checkbox"/> PAR <input type="checkbox"/> Booster <input type="checkbox"/> Zone F <input type="checkbox"/> Storage Ring <input type="checkbox"/> LEA <input type="checkbox"/> Front Ends <input type="checkbox"/> Experimental Floor			
Scope of Work: (work plan, approved drawings, procedure/checklist references, etc) <div style="text-align: center; font-size: 2em; font-family: serif; margin: 20px 0;">Reference</div>			
REFERENCES: (work request #, RSS tag #, procedure #) _____			
Step 2 - Work Approvals: Supervising Engineers have all necessary information needed to safely begin work and Work Request has been submitted.			
Division Approval To Proceed ICMS #: (when users perform work): _____			
	Approval Signature	Date	
Safety Interlocks:	_____	_____	Mechanical/Water: _____
Vacuum:	_____	_____	Survey/Alignment: _____
RF/PS/Diag/CTL:	_____	_____	MED: _____
Health Physics:	_____	_____	Other: _____
CCSM:	_____	_____	Other: _____
Step 3 - Authorization to Start: Information (drawings, specs, procedures, approval/validation checklist requirements, review committee recommendations, etc.) is available to safely complete work, requested work is consistent with the approved design, and a pre-work briefing has been held.			
Job Coordinator: _____		Date: _____	
System/Stations Disabled: _____ Global: <input type="checkbox"/> On-line <input type="checkbox"/> Off-line			
Floor Coordinator/MCR: _____		Date: _____	
Step 4 - Validations: Supervising engineers attest their scope of work has been completed, validated, all safety concerns have been resolved, and all records have been updated.			
	Approval Signature	Date	
Safety Interlocks:	_____	_____	Mechanical/Water: _____
Vacuum:	_____	_____	Survey/Alignment: _____
RF/PS/Diag/CTL:	_____	_____	MED: _____
Health Physics:	_____	_____	Other: _____
CCSM:	_____	_____	Other: _____
Step 5 - Validations complete: All work and validations completed. Device/system ready to return to service.			
Job Coordinator: _____		Date: _____	
Floor Coordinator/MCR: _____		Date: _____	
Step 6 - Close Out: Authorization to return to service.			
Type C Radiation Survey Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		For BL/FE: EFOG Type C Form Posted <input type="checkbox"/> Date: _____	
For Accelerator Radiation Survey Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No		HP: _____ Date: _____	
Comments/Special Instructions: 			

RETURN THE COMPLETED CCWP TO THE APPROPRIATE PERSON TO BE SCANNED INTO ICMS